

County Board of Mental Illness Registration and Training Instructions

Registration Instructions

Step 1: To start the training, visit the following site: <https://dss.sd.gov/qmhp/Default.aspx>

Step 2: Please click “**Register Here**”

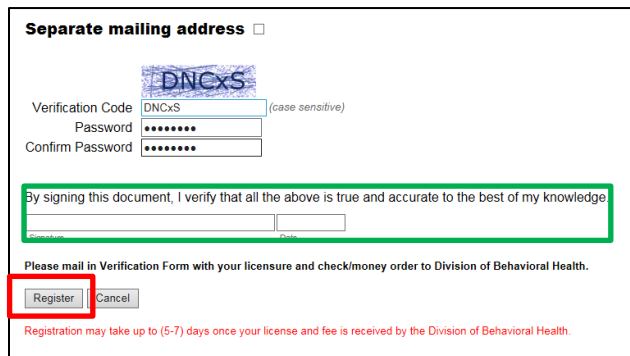
County Board of Mental Illness Member Training Qualified Mental Health Professional Registration Login or Register Here
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Step 3: When you register, please ensure that you click the box stating “**I am a County Board of Mental Illness Member**”.

REGISTER USER	
<input type="checkbox"/> I am a County Board of Mental Illness Member	
Contact Information	
Email	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Day Phone	<input type="text"/>
Evening Phone	<input type="text"/>
Physical Address	
Address 1	<input type="text"/>
Address 2	<input type="text"/>
City	<input type="text"/>
State	Alabama ▼
Zip Code	<input type="text"/>
Separate mailing address <input type="checkbox"/>	

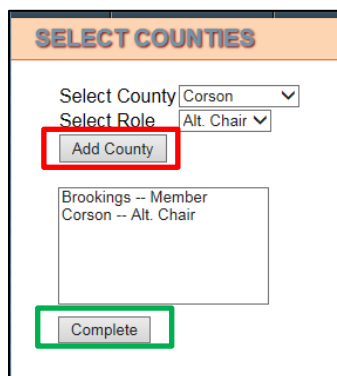
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Step 4: Please **type in your signature and put in the appropriate date**. Upon completion of signing, you will click **register**. *As a reminder, the \$15 fee is waived for individuals completing the County Board of Mental Illness Training as well as needing to mail in the verification form.



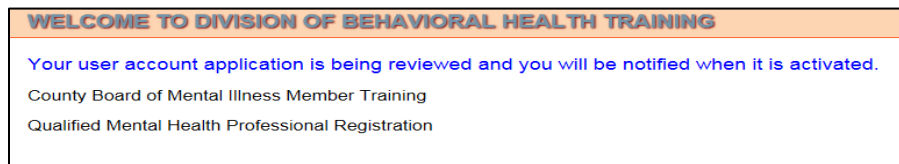
The form is titled "Separate mailing address" with an unchecked checkbox. It contains a "Verification Code" field with the value "DNCxS" and a note "(case sensitive)". Below are "Password" and "Confirm Password" fields, both masked with asterisks. A green rectangular box highlights a signature line with the text "By signing this document, I verify that all the above is true and accurate to the best of my knowledge" and a date field. Below this, a red rectangular box highlights a "Register" button next to a "Cancel" button. At the bottom, a red line of text states: "Registration may take up to (5-7) days once your license and fee is received by the Division of Behavioral Health."

Step 5: Select the county and role that pertains to you and click "**Add County**". In instances where you are a board member for multiple counties select all counties and roles that apply. Once you have finished adding counties and roles, click "**Complete**".



The form is titled "SELECT COUNTIES" in an orange header. It has two dropdown menus: "Select County" with "Corson" selected and "Select Role" with "Alt. Chair" selected. A red rectangular box highlights an "Add County" button. Below the buttons is a list box containing "Brookings -- Member" and "Corson -- Alt. Chair". At the bottom, a green rectangular box highlights a "Complete" button.

Step 6: Once you complete step 5, you will receive the following message notifying you have completed registration for the County Board of Mental Illness Training. Once approved, you will receive an email notification indicating you have been approved for the training.

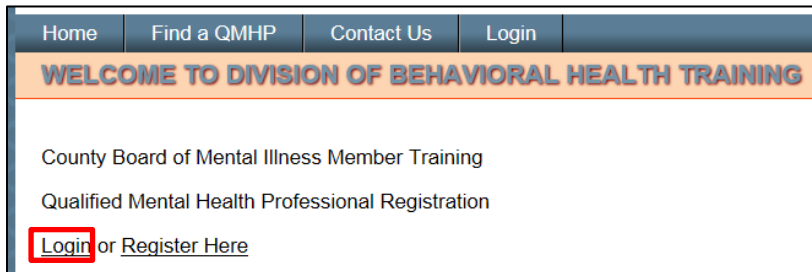


The message is in a box with an orange header that reads "WELCOME TO DIVISION OF BEHAVIORAL HEALTH TRAINING". The main text, in blue, says: "Your user account application is being reviewed and you will be notified when it is activated." Below this, in black text, are the lines: "County Board of Mental Illness Member Training" and "Qualified Mental Health Professional Registration".

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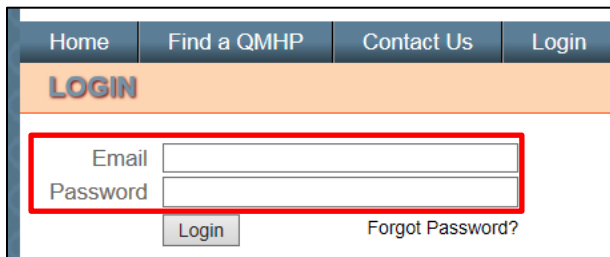
Training Instructions

Step 1: To start the training, visit the training site (<https://dss.sd.gov/qmhp/Default.aspx>) and click **login**.



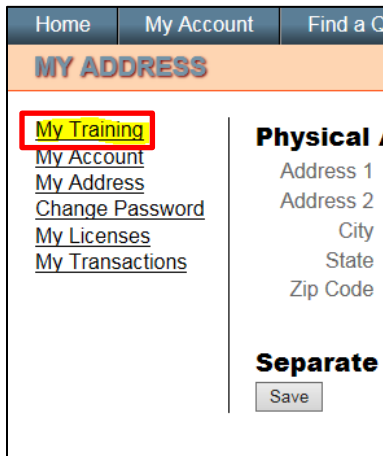
The screenshot shows the top navigation bar with links: Home, Find a QMHP, Contact Us, and Login. Below the navigation bar is a banner that reads "WELCOME TO DIVISION OF BEHAVIORAL HEALTH TRAINING". Underneath the banner, the text "County Board of Mental Illness Member Training" and "Qualified Mental Health Professional Registration" is displayed. At the bottom, there are two links: "Login" and "Register Here". The "Login" link is highlighted with a red box.

Step 2: Enter your **email address** and **password**.



The screenshot shows the login page with a navigation bar containing Home, Find a QMHP, Contact Us, and Login. Below the navigation bar is a section titled "LOGIN". Under this section, there are two input fields: "Email" and "Password". Both fields are highlighted with a red box. Below the input fields, there is a "Login" button and a link that says "Forgot Password?".

Step 3: Once you are logged in, click "**My Training**" on the left hand side of the page.



The screenshot shows the user's account page with a navigation bar containing Home, My Account, and Find a Q. Below the navigation bar is a section titled "MY ADDRESS". On the left side of this section, there is a list of links: "My Training", "My Account", "My Address", "Change Password", "My Licenses", and "My Transactions". The "My Training" link is highlighted with a red box. On the right side of the section, there is a form titled "Physical Address" with fields for "Address 1", "Address 2", "City", "State", and "Zip Code". Below the form is a "Save" button.

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After clicking on “My Training” you will be directed to the page to start the training. To start the training, click **Start**. Then select “**County Board of Mental Illness Training**”.

MY TRAINING

[My Training](#)
[My Account](#)
[My Address](#)
[Change Password](#)
[My Licenses](#)
[My Transactions](#)

Available Training **County Board of Mental Illness Training** **Start**

Training	Start Date	Date Completed	Completed By	Modules Completed	Status(%)	Certificate	Affidavit	Expiration Date	Renewal Date
County Board of Mental Illness Training	5/02/2018		6/01/2018	0 / 13	In Progress (100%)				

Step 5: Once you click “*County Board of Mental Illness Training*”, select the **first module** to begin the training. Training modules must be completed in the order they are listed on the screen. ****Please note there are 13 training modules.**

Training	County Board of Mental Illness Training	
Description		
Score	100%	
Module Name		Module Status
County Board of Mental Illness Introduction		New
CBMI Voluntary Admission of Adults		New
CBMI Voluntary Admission of Minors		New
CBMI Involuntary Commitment of Adults		New
CBMI Involuntary Commitment of Minors		New
CBMI Petition for Commitment		New

The **Complete** status will appear under “*Module Status*” signifying the module has been viewed and you can move on to the next module.

Training	County Board of Mental Illness Training	
Description		
Score	100%	
Module Name		Module Status
County Board of Mental Illness Introduction		Completed
<u>CBMI Voluntary Admission of Adults</u>		New
<u>CBMI Voluntary Admission of Minors</u>		New

County Board of Mental Illness Registration and Testing Instructions

Step 12: Upon completion of training, your certificate will auto-populate. Please note your **expiration date and eligibility for renewal date**. To print your **certificate**, please click certificate.

Home

My Account

Find a QMHP

Contact Us

Log Out

MY TRAINING

My Training

My Account

My Address

Change Password

My Licenses

My Transactions

Training	Start Date	Date Completed	Completed By	Modules Completed	Status(%)	Certificate	Expiration Date	Renewal Date
County Board of Mental Illness Training	5/14/2018	5/14/2018	6/13/2018	13 / 13	Passed (100%)	Certificate	5/14/2022	2/14/2022

If you have more than one county that you are a chair for, you will notice an affidavit option appear on your completion screen. Please click “**Affidavit**” to print your affidavit needed.

Home

My Account

Find a QMHP

Contact Us

Log Out

MY TRAINING

My Training

My Account

My Address

Change Password

My Licenses

My Transactions

Training	Start Date	Date Completed	Completed By	Modules Completed	Status(%)	Certificate	Affidavit	Expiration Date	Renewal Date
County Board of Mental Illness Training	5/14/2018	5/14/2018	6/13/2018	13 / 13	Passed (100%)	Certificate	Affidavit	5/14/2022	2/14/2022